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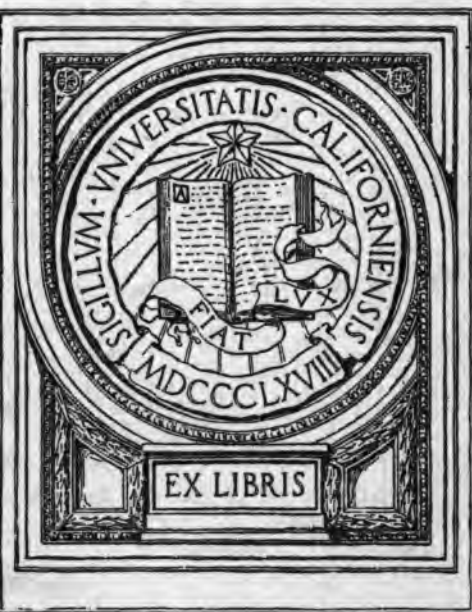
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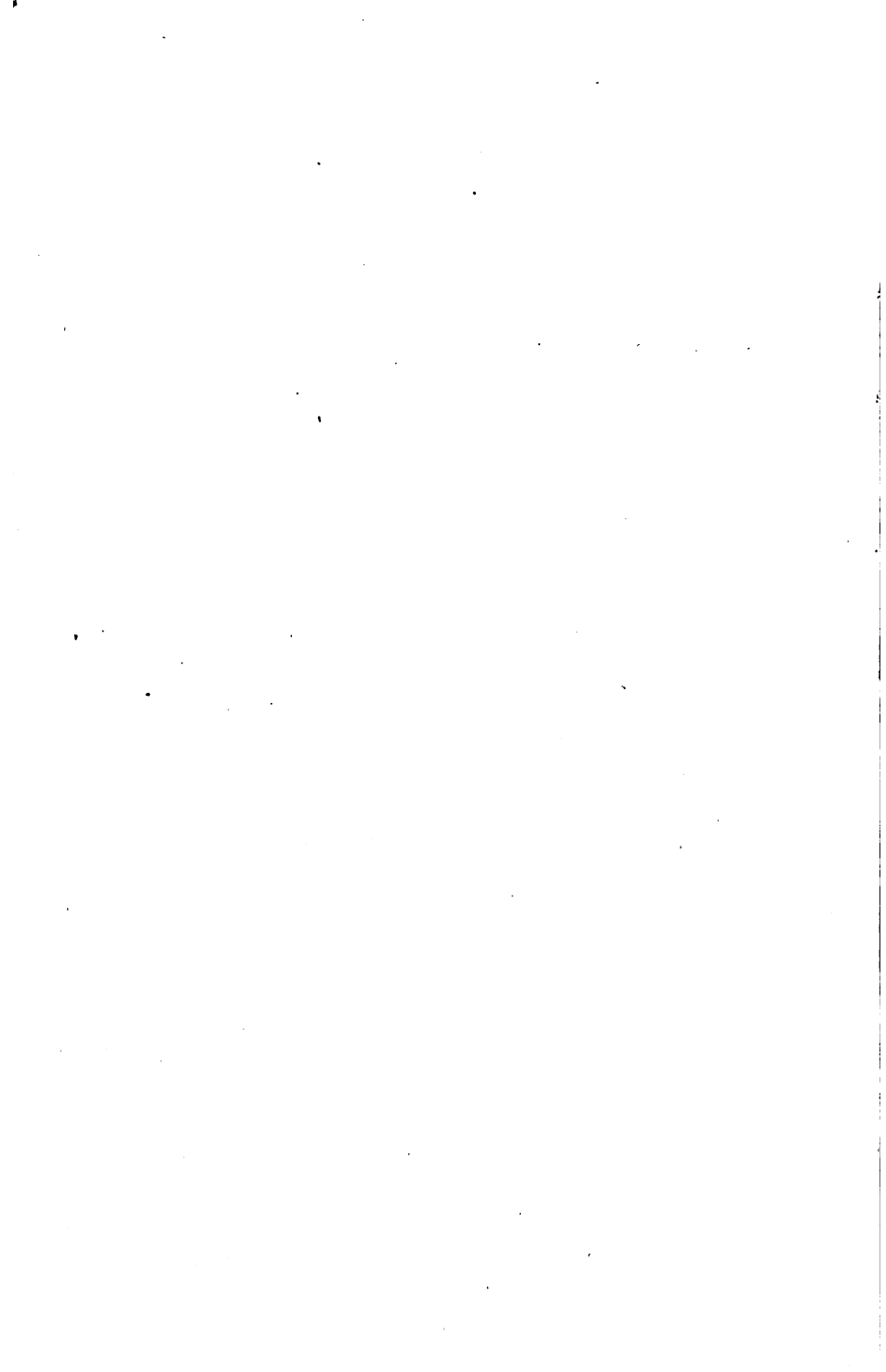
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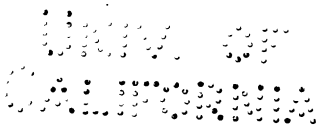
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OFFICE METHODS

Practical Bibliographies

OFFICE METHODS

By
BLANCHE BAIRD SHELPS



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INTRODUCTION

This bibliography was compiled as a graduating thesis from the Library School of the University of Wisconsin, June, 1917, but has been brought down to date. It is intended to assist executives, secretaries, and those holding clerical positions in offices to devise systems and records most suitable for their needs.

No attempt has been made to present a complete bibliography. The field is too wide to admit of comprehensive treatment in the time devoted to the subject. Preference has been given to those books and articles, published since 1910, which seem to represent the best business methods. In a few cases matter published before that date has been included because nothing has yet appeared which could be substituted. Except in a few instances only such magazines as are indexed in the well-known magazine indexes have been considered.

The compiler acknowledges gratefully the assistance in preparing this bibliography given by the faculty of the Library School of the University of Wisconsin, Mr E. R. Hudders, the librarians in charge of the business branch of the Newark (N. J.) public library, and the library of the Alexander Hamilton Institute. It is hoped that users will regard the imperfections of this bibliography with charity. Any criticisms will be most acceptable.

The authorities for notes quoted are as follows:

Brooklyn. Brooklyn Public Library. Business man's library.

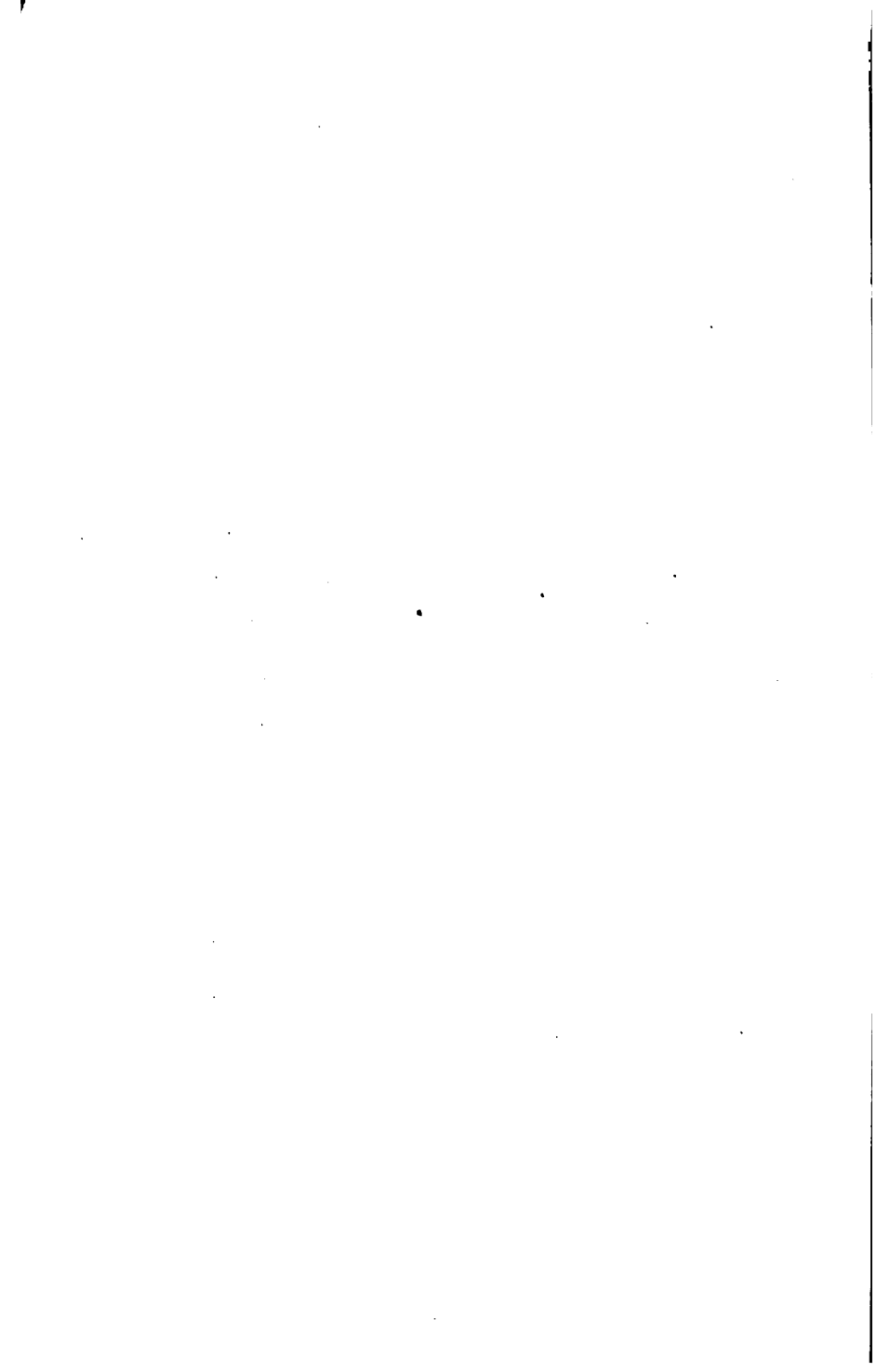
New York. New York Public Library. Municipal Reference Library Notes [monthly].

St Paul. St Paul Public Library. Business books [monthly].

Wisconsin. Wisconsin Library Commission. Bulletin [monthly].

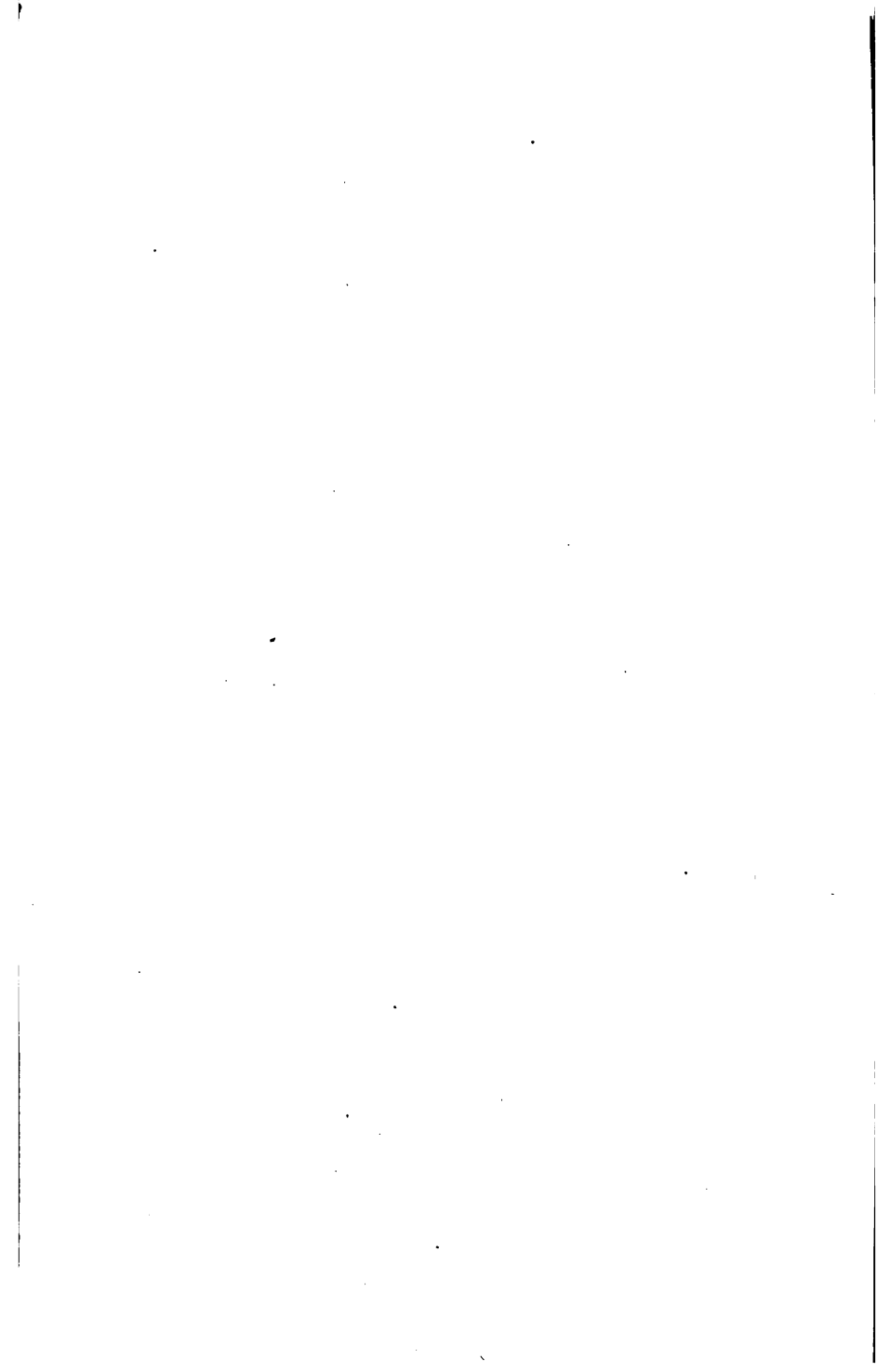
B. B. SHELF.

April, 1918.



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OFFICE METHODS

GENERAL REFERENCES.

Business digest. N. Y. Cumulative digest corporation.

A weekly publication that is invaluable to the business concern which desires to keep well-informed of the trend of affairs in the business world. It contains a digest alphabetically arranged of articles in periodicals, reports, etc., relating to business, including office methods.

Cahill, M. F. Office practice, by M. F. Cahill & A. C. Ruggeri. Macmillan, 1917.

Primarily for students. The best methods are represented. The chapters on Office records, Office time and labor savers, and Office reference books are worthy of note.

Dewey, Melvil. Decimal classification and relativ index. Ed. 9, rev. Lake Placid Club, N.Y. Forest press, 1915. \$6.

The most widely used system of classifying all sorts of material.

—Office efficiency. Reprinted from The business of insurance, N. Y. Ronald press, 1912. 15c. Pam.

Excellent, time-saving methods recommended by an expert in library economy.

Dicksee, L. R. Office organization and management, including secretarial work, by L. R. Dicksee & H. E. Blain. 3d ed. Lond. Pitman, 1914. \$2.

An English work which touches upon all problems that arise in office practice from the personnel of the office staff to legal matters.

Fuller, W. D. Standardization in office work. Industrial Management, July, 1917, v. 53, p. 503-507.

All office work classified as "straight line" and "circle" operations. Standards are given for determining the unit of work in the several cases.

How to systematize the day's work. 9th rev. ed. Chic. System co. 1911. \$1. (System "how books").

Practical methods every routine worker should know. Published also as *Personal Efficiency in Business*, 1914; and as *How to Double the Day's Work*, 1910. ✓

Kemble, W. F. Choosing employees by mental and physical tests. N. Y. Engineering Magazine Co. 1917. \$3.

The only book which treats this subject at length. It will be found of great assistance to the office executive in choosing his employees successfully.

Kilduff, E. J. Systematizing the office (in his *Private secretary*. 1916. p. 277-291. Century, \$1.20).

Methods of handling details.

Leffingwell, W. H. What scientific management did for my office. System, Dec. 1916, v. 30 p. 613-621; Jan. 1917, v. 31, p. 68-74.

The Taylor system applied to office work.

Murphy, C. D. Less of office routine. System, Nov. 1914, v. 26, p. 490-498.

How to overcome unnecessary motion, cut expense, and increase efficiency.

Office management. Chic. Shaw, 1914. 60c. (Students' business book series).

Concise, practical, and suggestive, but lack of an index detracts from its usefulness.

Parsons, C. C. Office organization and management. Chic. LaSalle Extension University, 1917. \$2.50 lea.

A large proportion of this work deals with records and systems for the various departments of the office. It is also issued as v. 18 of the Business administration series published by the LaSalle Extension University.

Purinton, E. E. Best office I ever saw. Independent, Sept. 15, 1917, v. 91, p. 425-426+

Office organization to secure efficiency in output with minimum cost and with consideration for employees.

Purinton, E. E. Everyman's office. Independent, Nov. 20, 1916, v. 88, p. 316+.

Advice on arrangement, equipment, employment, executives, finance, recording, mailing, filing, etc.

—Office efficiency. Independent, Feb. 21, 1916, v. 85, p. 276-278+

Principles which underlie office methods and suggestions for applying them.

Schulze, J. W. The American office. 2d ed. N. Y. Ronald press, 1914. \$3. o. p.

One of the most practical works on office methods. It covers office employees, training employees, arrangement of space, appliances, filing, records, system. New edition is expected.

Simpson, T. W. How to discipline details. System, Aug. 1914, v. 26, p. 134-142.

Office organization to make routine matters less burdensome.

OFFICE APPLIANCES AND EFFICIENCY DEVICES

Banning, Kendall. Short cuts in executive work. System, June, 1913, v. 23, p. 602-609.

Ingenious devices which have been evolved to save time and effort of the man at the desk. *Sub-title.*

— **Brinton, W. C.** Graphic methods of presenting facts. N. Y. Engineering magazine co. 1915. \$4.

Almost the only book which presents the subject of preparing graphs for the nontechnical man without statistical training.

Byles, R. B. Filing appliances. (in his Card index system. 1915. p. 104-117. Pitman, Is.)

Describes the equipment necessary to operate any filing system efficiently and simply.

Cahill, M. F. Office time and labor savers (in her Office practice. 1917. p. 184-201).

Machines for the correspondence department, for the financial department, and miscellaneous machines.

Deyo, J. A. Making sure Jones gets our letters on time. System, June 1917, v. 31, p. 659-661.

By means of blue prints used in connection with card records, the exact course of follow-up that each type of inquiry should receive is mapped out and automatically attended to by clerks.

Furer, J. A. Wider use for rubber stamps. System, July, 1914, v. 26, p. 102-103.

How a convenient, well-devised rack for rubber stamps cuts the time of routine work in one office. *Sub-title.*

Hudders, E. R. Filing equipment. (in his Indexing and filing. 1916. p. 189-214).

An invaluable guide on the subject. A table is given which lists all sorts of matter to be filed, the equipment needed for filing, and where to obtain it.

Leffingwell, W. H. 41 ways to save time in an office. System, Feb. 1917, v. 31, p. 139-147.

How to correct misdirected and unnecessary motions in office work and reduce the office payroll.

Lehman, C. H. Saving your steps. Bankers' Monthly, Jan. 1918, p. 25.

A dictaphone interconversing system that is simple and adaptable for large or small offices. It solves the problem of getting information quickly from one department to another.

Nicholson, J. L. Mechanical office appliances (in his Factory organization and costs. 1909. p. 345-404. N. Y. Kohl technical pub. co. \$5.50).

Adding and listing machines, calculating and computing machines, duplicating and printing machines, addressing machines, filing devices, and loose-leaf ledgers.

Page, W. K. Preparation and care of mailing lists. Chic. Addressograph Co.

A compact and handy volume which contains much useful information on keeping such lists up-to-date by means of simple systems and the use of the addressograph.

Parsons, C. C. Machinery of the office. (in his Office organization and management. 1917. p. 161-202).

Machines and equipment which should be used to secure greatest efficiency.

Rosenblatt, Ann. Machinery used in modern offices (in her Ambitious woman in business. 1916. p. 234-237. Funk, \$1.50).

More than 125 machines and systems listed under the following heads: Addressing, mailing, and duplicating machines; Computing and billing machines; Writing, filing, and indexing; Intercommunicating systems; Miscellaneous office devices and systems.

Schulze, J. W. Office appliances (in his American office. 1914. p. 34-61).

Not illustrated, but the descriptions are clear.

Short cuts that will save time (in How to systematize the day's work. 1911. p. 104-128).

Three chapters on schemes and devices which are practical for the busy person.

Smith, R. W. It's easy to find Jones' letter—now. *System*, Oct. 1917, v. 32, p. 554-555.

How a blueprint showing arrangement of the filing cabinets and a guide list near at hand makes easy finding even for those who are unfamiliar with the files.

SoRelle, R. P. Office appliances. (in his *Office training for stenographers*. 1916. p. 81-90).

How to use and care for the typewriter, mimeograph, phonograph, impression copies, and rollier copier.

Trips to the other man's office. *System*, Feb. 1917, v. 31, p. 182-185.

Pictures with explanations of the way several firms have simplified for themselves such problems as making extra copies, getting out mail, filing papers, etc.

Walton, Seymour. Mechanical appliances. *Journal of Accountancy*, Nov. 1916, v. 22, p. 394-400.

Brief descriptions of tested machines that have been devised to abolish drudgery in office work.

SECRETARIAL WORK

Cody, Sherwin. How to be a private secretary. *Chic. School of English*, 1913. \$2.

Includes chapters on how to arrange a business letter attractively, getting out a day's dictation, office appliances, business papers, transportation, how to prepare legal forms, filing, duties of a private secretary, printing, etc. *Brooklyn*.

Kilduff, E. J. The private secretary. *Century*, 1916. \$1.20.

An excellent work for anyone either employing a private secretary or wishing to become one. The routine of the work is fully taken up; managing callers, handling correspondence, letter-writing, filing, editing, printing, and proof-reading, etc. Different in purpose from *Spencer's Efficient Secretary*. *Wisconsin*.

SoRelle, R. P. Office training for stenographers. *Chic.*

Gregg pub. co. 1916. \$1.25.

Covers office routine, postal information, remittances, filing and indexing, office appliances, shipping, business and legal papers, telegraph and telephone, editing, proof-reading, etc. Seeks to give the knowledge and training that employers call experience. *Brooklyn*.

Spencer, E. L. Efficient secretary. *Stokes*, 1916. \$1.

The qualifications necessary for secretaries are discussed, followed by explanations of methods which make for efficient service.

FILING AND INDEXING

General

References on filing equipment will also be found under *Office Appliances and Efficiency Devices*.

Bamburgh, W. C. Files and filing (in his *Talks on business correspondence*. 1916. p. 169-239. Little, 75c).

Twelve chapters forming a contribution on as many phases of commercial filing.

Bracefield, Richard. Simple filing systems. System, Feb. 1912, v. 21, p. 169-172.

Methods by which the small and medium-sized office keeps its correspondence ready for reference. *Sub-title.*

Buchaca, E. J. A better way to file maps and charts. System, Feb. 1917, v. 31, p. 217-219.

Use of the revolving rack with leaves.

— **Quick filing—easy finding.** System, Oct. 1914, v. 26, p. 438-440.

Dewey decimal classification applied to filing papers in a business office.

Byles, R. B. Card index system. Ed. 2, rev. & enl. Pitman [1915] 1 s.

A modern English work that reflects American methods. It treats, besides the principles, filing catalogs and press cuttings, customers' and enquirers' registers, other card records, card index ledger, filing appliances.

Cahill, M. F. Office record filing (in her Office practice. 1917. p. 66-113).

Principles and practice very clearly explained.

Clarke, A. L. Manual of practical indexing. Lond. Library supply co. 1905. \$1.25.

Notwithstanding that this is an older English work the principles laid down still continue good practice.

Cody, Sherwin. Filing (in his How to be a private secretary. c1913. p. 90-104).

Simple filing methods.

— **Simple foundation principles of looseleaf and card systems** (in his How to be a private secretary. c1913. p. 207-232).

Brief explanations of the many applications of these systems to mailing and follow-up lists, bookkeeping, retail accounting, checking advertisements, cost systems, inventorying, real estate records, etc.

Colegrove, M. E. comp. Subject headings for information file, by M. E. Colegrove and M. A. McVety. Elm tree press, 1917. \$1. Pam. (Modern American library economy series).

The 300 subjects under which the Newark library files current information. A supplement to the Vertical file, by McVety. Sold also by the H. W. Wilson Co.

Cope, E. A. Filing systems. Pitman, 1913. \$1.

An English work on the principles of filing systems applied to business. Not so up to date as American practice actually is, but the book has value.

Doom of the hand-picked mailing list. Scientific American, Nov. 18, 1916, v. 15, p. 461+.

A novel system of filing cards so that classification is indicated through mechanical operations.

Dwyer, I. E. The filing of letters and papers (in his Business letter. 1914. p. 146-152. Houghton, \$1).

Simple, practical methods.

- Flinn, A. D.** Filing and indexing system of the Board of Water Supply of the City of New York. *Journal of the Association of Engineering Societies*, Oct. 1909. v. 43, p. 111-146.
Detailed explanation of the filing and indexing in the different departments of the office.
- Gantt, H. L.** Practical application of scientific management. *Engineering Magazine*, April, 1911, v. 41, p. 1-22.
Card systems in theory and practice.
- Globe-Wernicke co.** Filing and finding papers. c1913. Pam.
For bills, cards, invoices, letters, mercantile reports, photographs, orders, tickets, tariffs, catalogs, sales reports, clippings, documents, legal papers, extracts, proofs, daily insurance reports, treatises.
Sub-title.
- Housel, B. D.** Finding mis-filed index cards. *System*, June, 1913, v. 23, p. 654-657.
The Bertillon finding system applied to business methods.
- Hudders, E. R.** Indexing and filing. N. Y. Ronald press, 1916. \$3.
The leading work in the field. The idea of the author is to codify rules which will cover the indexing and filing of records found in business organizations. A new edition is to be issued.
- Hudders, E. R.** Information and data files. (in his *Indexing and filing*. 1916. p. 136-151).
Methods of handling matter including periodicals, bound literature, clippings, correspondence, etc.
- Kaiser, J.** Card system at the office. Lond. McCorquodale, n. d. 5. (Card system series, v. 1).
How to treat in a commercial office, correspondence, periodicals, books and pamphlets, trade catalogs, samples, circularizing, customers' index, travelers' index, mailing lists and business ledger.
- **Systematic indexing.** Pitman, 1911. \$4.50. (Card system series, v. 2).
Treats of intelligence department, literature, classification, systematic indexing, application to the card index, application to the book index.
- Keane, C. D.** A four-in-one filing system. *System*, Nov. 1913, v. 24, p. 540-541.
How to classify and subdivide a card index by use of inverted tabs.
- Kilduff, E. J.** Filing (in his *Private secretary*. 1916. p. 144-173).
Explains fully applications of alphabetic and numeric filing.
- Library bureau.** Card and filing supplies. 1916.
- Cards and guides for commercial, professional, public office, and other uses. n. d.
- The new method for indexing cards. n. d.
Simple, rapid, accurate.
- **Vertical filing.** n. d.
For correspondence, credit information, invoices, sale and purchase orders, legal papers, checks and vouchers, catalogs, blue prints.
Sub-title.
- Macey co.** First principles of filing systems. 1915.
A text-book for those who wish to establish a thorough understanding of the fundamentals of filing, indexes, and card systems.

- McVety, M. A.** Vertical file, by M. A. McVety & M. E. Colegrove. Woodstock, Vt. Elm tree press, 1915. 50c Pam. (Modern American library economy series, v. 2). Detailed account of an exact and simple system for assembling, labeling, and keeping up-to-date matter not found in book form. Sold also by the H. W. Wilson co.
- Nicholson, J. L.** Filing and loose-leaf devices (in his Factory organization and costs. 1909. p. 399-404). Filing devices, loose-leaf systems, binders, and card systems.
- Owen, O. A.** How my desk saves times for me. System, Aug. 1917, v. 32, p. 200-201. Recency method of filing personal papers. Of value where only small amount of matter is to be cared for.
- Petherbridge, Mary.** Technique of indexing. Lond. Secretarial bureau, 1904. An English work which explains the making of card indexes for correspondence, magazines, newspapers, etc. Although not new, the practice recommended is good.
- Pittsburgh Carnegie library.** Rules for filing cards in the dictionary catalogs of the Carnegie library of Pittsburgh. 1915. Pam. Represents the established library practice for alphabetizing entries in a card catalog. The rules are applicable to commercial filing as well.
- Ralph, G. G.** Methods and devices for making records available. (in his Elements of record keeping for child-caring organizations. 1915. p. 132-155. N. Y. Survey Associates, \$1.25). Indexing records, organizing records for filing, filing records, special indexes, signals, and protection of records are the subjects treated in a way which has application to filing in general.
- Rand co.** Rand visible card systems. 1918. Methods of filing cards without the card drawer, so that indexing matter on a given card is not hidden by other cards. Other firms supplying literature on visible indexing are Acme Card System Co., American Kardex Co., Index Visible, Inc., Library Bureau.
- Reynolds, J. J.** A card index and what it means. Electric Railway Journal, Oct. 16, 1915, v. 46, p. 815-818. Principles of a card index, work of the Boston Index Bureau, work of other index bureaus, and the card index as applied to records of employees of large corporations.
- Risque, F. W.** Loose leaf books and systems for general business. St. Louis, Studley, 1907. \$3. Comprehensive and concise. Methods of keeping many records in this form are explained.
- SoRelle, R. P.** Filing systems and filing. (in his Office training for stenographers. 1916. p. 59-78). Brief treatment of the elements of office filing and indexing.
- Spencer, E. L.** Filing and listing (in her Efficient secretary. 1910. p. 100-105). The simplest forms of filing.
- Tarrant, S. C.** Cross filing instead of remembering. System, July, 1914, v. 26, p. 84-85. Classifying miscellaneous papers and materials for quick reference. *Sub-title.*

- Wheeler, M. T.** Indexing: principles, rules, and examples. 2d ed. rev. Albany, N. Y. University of the state of N. Y. 1913. (New York state library school bulletin, n. 33).

The subject is presented from the viewpoint of the librarian and literary worker, but its principles are adaptable to commercial work.

- Wigent, W. D.** Modern filing: a textbook on office systems. Rochester, N. Y. Yawman & Erbe. 1916. \$1.

Alphabetical, numerical, geographical, and subject filing, follow-up, card record systems, etc. *St. Paul.*

- Yawman and Erbe manufacturing co.** How to transfer papers and records. n. d.

Three methods explained.

- Vertical filing down-to-date. c1915.

Catalogs, Pamphlets, and Clippings

- Byles, R. B.** Filing catalogues and press cuttings. (in his Card index system. 1915. p. 51-63.

- Canavan, R.** How catalogs and pocket maps are filed in an engineer's office. Engineering News, Apr. 5, 1917, v. 78, p. 46-47.

Use of the Dewey classification and the unfile container.

- A catalogue** that is filed automatically. Printers' Ink, Mar. 29, 1917, v. 98, p. 67-68+.

A scheme for folder catalogs by which the manufacturer binds his bulletins in separate folders, each of which is indexed for filing. Provision is also made for filing allied matter, such as correspondence, in the same folder.

- Cunningham, J. C.** Report of the committee investigating the use and methods of handling and filing newspaper clippings. Special Libraries, Sept.-Oct. 1913, v. 4, p. 157-161.

Treats of sources, classification, filing, indexing.

- Dana, J. C.** Color-and-position method for filing pamphlets, books, maps, documents, letters and other material. Pt. 1. Woodstock, Vt. Elm tree press, 1918.

System as used for filing pamphlets in the Newark (N. J.) public library. Sold also by the H. W. Wilson Co.

- The story of the made in Newark material. Special Libraries, Nov. 1911, v. 2, p. 93-96.

Explanations of the methods of collecting, filing, and cataloging the trade catalog collection in the Newark library.

- Davies, J. P.** Catalog filing and indexing (in his Engineer-office systems and methods. 1915. p. 492-499).

An all round practical system for general use.

- Eikenberry, W. L.** Vertical filing for pamphlet collections Science, Jan. 19, 1917, n.s. v. 45, p. 64-65.

Use of vertical commercial filing cases. Estimate of cost per inch is given. The classification system is not so clearly treated.

- Eyeritt, F. C.** Filing articles and data. Machinery, Aug. 1913, v. 19, p. 954-955.

A scrap-book file permitting both sides of clippings to be read. *Sub-title.*

Flagg, C. A. The pamphlet question. *Bulletin of the Maine State Library*, Oct. 1914, v. 4, p. 6-7+.

Manner of treating pamphlets in the Bangor (Me.) public library which is adaptable to office pamphlet files. Reprinted in *Bulletin of the New Hampshire State Library*, Dec. 1914, and abridged in the *Library Supplies Catalog of the Library Bureau*, 1916.

Hudders, E. R. Catalog and pamphlet filing. (in his *Indexing and filing*. 1916. p. 153-160).

Methods of classification, indexing, and shelving.

Library scheme for catalogs and price lists. *Electrical Review*, Lond. Oct. 25, 1912, v. 71, p. 676-678.

A method providing easy reference to a collection of trade catalogs.

Miller, M. R. Filing pamphlets. *Science*, Sept. 14, 1917, n.s. v. 46, p. 263-264.

A system of filing agricultural pamphlets which uses the Library of Congress classification. Cross reference is provided for and a register of origins is kept.

Storer, T. L. The care of pamphlet collections. *Science*, Nov. 24, 1916, v. 44, p. 735-739.

Five methods suggested with emphasis on the one employing pamphlet cases as used in the Museum of Vertebrate Zoology of the University of California. The classification scheme for pamphlets on scientific subjects is illustrated.

White, W. F. New Paltz system of treating pamphlets and art material. *Public Libraries*, July 1903, v. 8, p. 301-306.

A system for classifying and cataloging this kind of material that is applicable to either the Dewey decimal or the Expansive systems of classification. While worked out in a reference library, it may be used as successfully for filing and indexing pamphlets, clippings, and pictures in an office.

Pictures, Cuts, Etc.

Matter on filing this sort of material will also be found under Engineering Office and Industrial Plant Records and under Professional Office Records, Architectural.

Davis, W. S. Filing negatives and prints. *Photo-Era*, May, 1917, v. 38, p. 224-227.

Methods requiring simple equipment and insuring easy finding.

Hudders, E. R. Filing of electrotypes and cuts. (in his *Indexing and filing*. 1916. p. 184-188).

Treats of a type of filing needed by publishers, advertising agencies, printing plants, and catalog or mail order business.

Correspondence

Matter which may be applied to this subject will be found entered under Filing and Indexing, General, and also under Railroad Office Records.

Clark, N. M. Files that find letters in a hurry. *System*, Aug. 1915, v. 28, p. 216-220; Sept. 1915, v. 28, p. 320-324; Oct. 1915, v. 28, p. 434-438.

Articles explaining the four basic filing systems and their variations to meet the needs of specific cases.

Correspondence filing classification. *Journal of Electricity, Power and Gas*, Aug. 15, 1914, v. 33, p. 151-154; Aug. 22, 1914, v. 33, p. 177; Aug. 29, 1914, v. 33, p. 197-198; Sept. 5, 1914, v. 33, p. 229; Sept. 12, 1914, v. 33, p. 248.

A detailed classification system used in an electric station.

Diemer, Hugo. The general office. (in his *Factory organization and administration*. 1910. p. 126-131. N. Y. McGraw-Hill, \$3).

A numerical system for letters with card index and cross-index

Fawcett, Waldron. Handling correspondence at the U. S. Department of State. *Inland Printer*, Oct. 1915, v. 56, p. 109-112.

Outline of the modern methods which enabled the department to cope with the tremendous amount of correspondence at the outbreak of the European war.

Ring, J. jr. Correspondence filing method used by the Mercantile Trust Co. of St Louis. *Bankers' magazine*, Feb. 1910, v. 80, p. 236-242.

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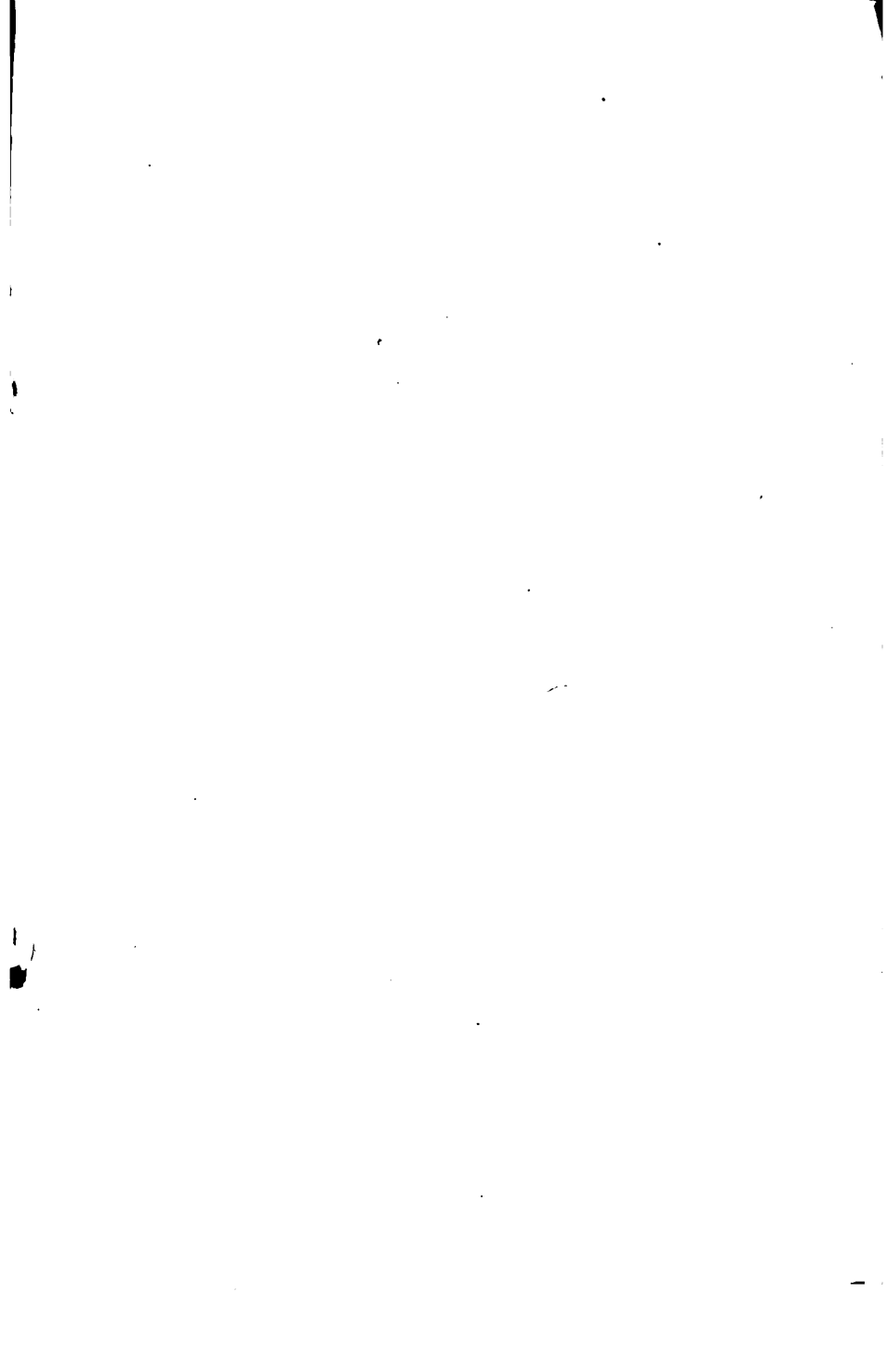
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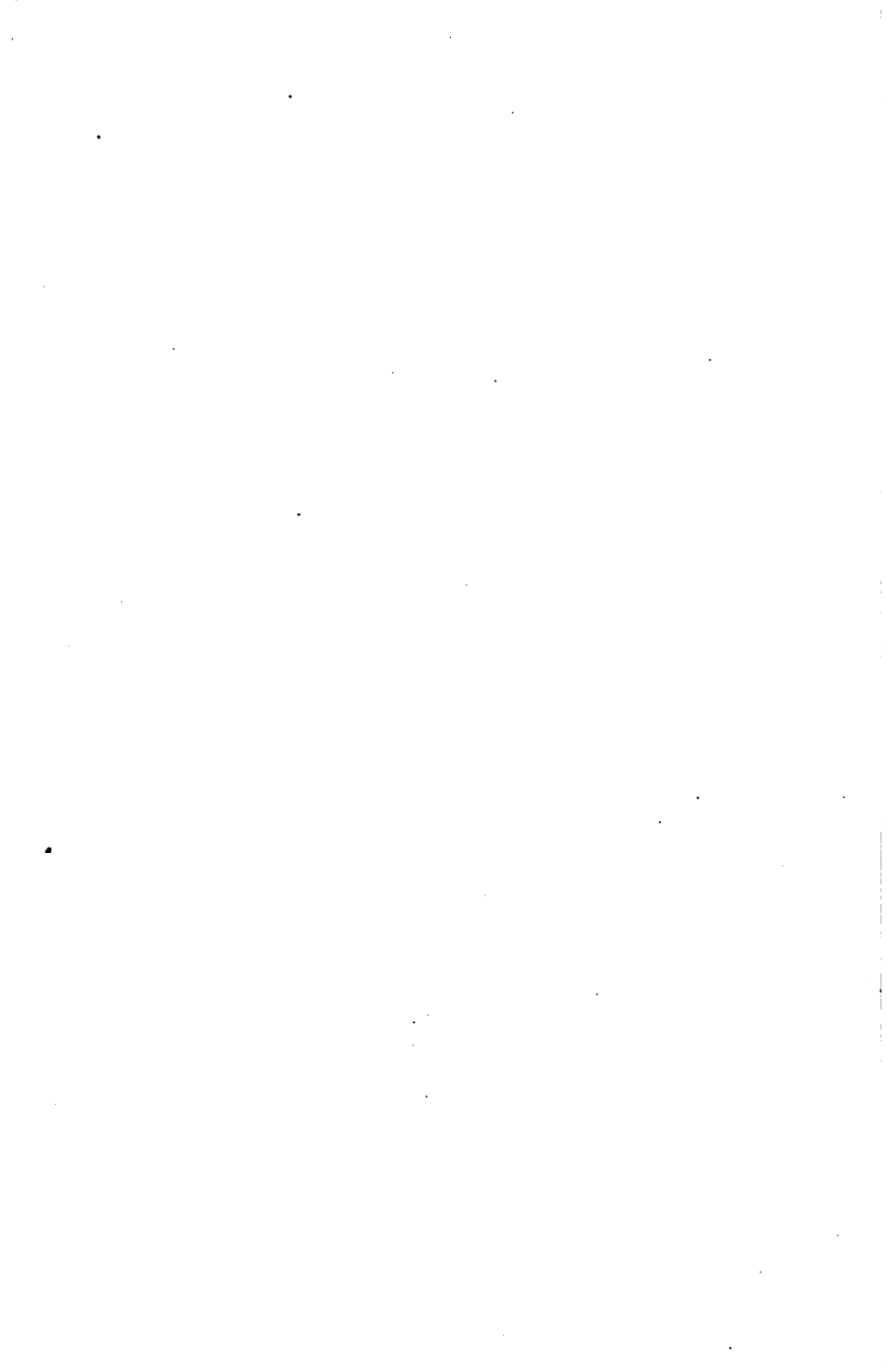
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